Traveler Instructions to Create an Authorization/Order In DTS

Defense Travel System

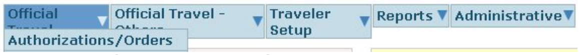
A Step-by-Step Guide

DTS Version 1.6.4.6, September 30, 2005
(See **Chapter 2** in *Document Processing Manual*)

Logging into DTS with a Common Access Card (CAC)

a. Insert your CAC into reader.
b. Using Internet Explorer, go to the website portal http://www.defensetravel.osd.mil
c. Click the ***Log In*** button, read and select ***Yes*** at the *Security Alert* screen.
d. Read and ***Accept*** the *DoD Privacy and Ethics Policy*.
e. When the digital signature window opens, the *Key File* will appear.
f. Enter your CAC *PIN* then click ***OK***.
g. *First time* users will be taken to the *User Activation* screen. Enter your SSN in both fields and click ***Submit***. You will be taken to a new *User Activation* screen. Click the ***Self Registration*** button; complete all *Required Information* (noted by a red asterisk (*)) in the *Recommended Information* and *Preference Information* tabs in the navigation bar. After completion, click the ***Self-Registration Submit*** link. You must log off of DTS. You will be notified via email when the registration has been accepted. Once accepted, you may log into (and use) DTS.

Creating an Authorization

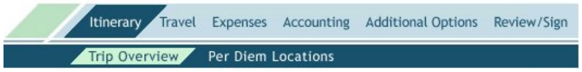


a. On the *DTS Private Page*, mouse over *Official Travel* on the navigation bar. Click ***Authorization/Orders*** from the drop- down menu.
b. Click the ***Create New Authorization/Order*** link.

NOTE: If using DTS for the first time the system will prompt the user to review or update the traveler's profile. Make necessary changes and click ***Update Personal Information*** button.

1

Travel Itinerary

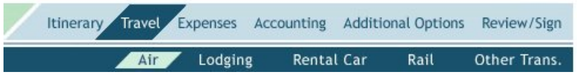


a. Enter *Starting Point* by clicking the location from the ***Starting Locations in Profile*** box or by typing a location in the field.
b. In the *Departing On* field type the date or use the calendar tool to enter the departure date.
c. Select ***Trip Type*** and ***Trip Purpose*** by using the drop-down menus.
d. Click ***Search Location*** in the *Location Tools* box on the right to enter TDY/TAD location.
e. In the *Search Location* window, enter *City*, *State* or *Country*, or *Installation*. Click ***Search Location*** button.
f. Click the radio button next to the preferred TDY/TAD location then click ***Select and Close***.

g. If the destination is not found, click the ***TDY/TAD Location Lookup Tool*** link. Select the state from drop-down menu, and then select a location for that state in next drop-down menu. (If the location still does not appear refer to *section* 2.4.2.2.2 in the *Document Processing Manual*.) Click ***Save Location and Return***.
h. In the *Arriving On:* date field click on the *Calendar* tool and select the ***arrival date*** for the TDY/TAD location.
i. In the *Departing On:* date field click on the *Calendar* tool and select the ***departure date*** for the TDY/TAD location.
j. Click ***Yes*** or ***No*** under *Traveling to another TDY Location*. If *Yes*, repeat steps a-i.
k. Enter the *Ending Point* by clicking the location from the *Return Locations in Profile* box.
l. Select ***Air Travel*** and then click the ***Save and Proceed*** button.
m. If no reservations, proceed to ***Preview***.

2

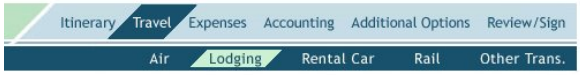
Travel Reservations



a. Type name of airport city or airport code for departure and arrival airport.
b. Ensure that *Arrival/Departure* time is correct in the drop-down menu and click ***Search Availability***. Flight options display.
c. Check up to 10 flights and click **Price Flight(s)** at top or bottom of screen.
d. From the *Air Travel* screen on the right side, click ***Select and Continue*** next to the appropriate flight. If flights are not available, click ***Request Assistance in Booking Flight*** for help from the CTO.
e. In the *Seat Selection section*, click the ***Select Seat*** link to choose a seat from available inventory and click ***Done***, or select *window* or *aisle* from the drop-down menu.
f. Click the ***Save Selected Flight*** button.
g. Click ***Find Next Flight*** and repeat steps a-e until all flights have been selected.
h. Select the ***Continue*** button at bottom of page.

3

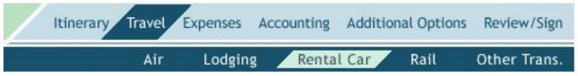
Lodging



a. To perform a *search*, select the appropriate radio button next to search option: ***By hotel name***, ***Near an Airport*** or ***Near a City***.
b. Click the ***Search Accommodations*** button.
c. From the search results screen click the ***Hotel Info & Pricing*** button next to the lodging location you desire.
d. Select the radio button next to the room type/rate and then select ***Save Selected Accommodations***.
e. If no rooms are available with the selected hotel, select the ***Find Different Accommodations*** button. If no hotels appear in the search results screen select the ***Request Assistance Booking Lodging*** button.
f. Select the ***Continue*** button at bottom of page.

4

Rental Car


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Air
Lodging
Rental Car
Rail
Other Trans.

a. Click the ***Search Rental Car Availability*** button.

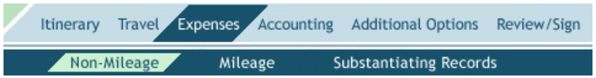
b. Click the ***Select and Continue*** button next to the desired Rental car company.

c. Select the ***Save Selected Car*** button.

d. Select the ***Continue*** button at bottom of page.

5

Expenses


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Non-Mileage
Mileage
Substantiating Records

a. Use the drop-down menu to select a ***non-mileage*** expense. If the expense is not listed in the menu, type it in the *Or* field.

b. Type the estimated ***Cost*** of the expense and select the projected ***Date*** the expense will be incurred.

c. Select the ***Method of Reimbursement*** for the expense from the drop-down menu.

d. Enter up to five expenses on this screen and select ***Save Expenses*** at bottom of screen.

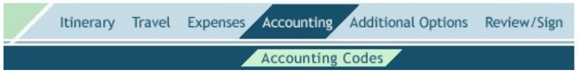
e. Select ***Mileage*** from the sub navigation bar and enter any expected mileage expenses for private vehicle travel.

f. Click the ***Save Expense*** button.

g. The *Substantiating Records* link gives the capability to add supporting documents to the Authorization by faxing or scanning and uploading. See section 2.6.3 in the Document Processing Manual.

6

Lines of Accounting


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Accounting Codes

a. Select ***Accounting*** in the top navigation bar or select ***Continue*** on the bottom of the expenses page.

b. Select the ***Accounting Label*** associated with the current trip from the drop-down menu.

If multiple lines of accounting are necessary, select them one at a time. The ***Allocate Expenses* button will appear. Click the drop-down menu next to ***How to Allocate*** and distribute the expenses by

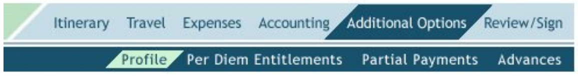
Expense Category, Date, Percent, or Dollar Amount

1) Click the ***Allocate Expenses*** button.
2) Enter the appropriate allocation information then click ***Save Allocations***.

c. Select ***Additional Options*** from the navigation bar.

7

Additional Options


Itinerary
Travel
Expenses
Accounting
Additional Options
Review/Sign
Profile
Per Diem Entitlements
Partial Payments
Advances

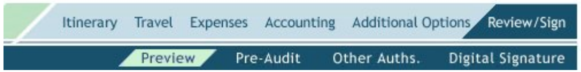
a. *Profile tab* – Changes or additions to the traveler’s personal information

b. *Per Diem Entitlements* – Changes in this section modify the traveler’s entitlement.

c. *Partial Payments* – Partial payments can be scheduled if TDY/TAD is 45 days or greater

d. ***Advances*** –Traveler's who do not have a GOVCC can request a Non-ATM advance. *Note: LOA must be selected before applying an advance. Advance drop down is limited to LOA's selected for trip expenses.*
e. After entering any *Additional Options*, click the ***Continue*** button at bottom of page.

8 Review / Sign



a. Review the itinerary then click the ***Save and Proceed to Pre-Audit*** button at bottom of page.
b. Enter any justifications in each comment box. *Justification* is *mandatory*.
c. Click on ***Save and Proceed to Digital Signature***.
d. (Optional) – Select ***Other Auths.*** in the navigation bar. Click ***Add Additional Authorizations for this trip*** link to select from a master list of all other authorizations.
e. On the **Digital Signature** screen, stamp the document ***SIGNED***. Click the ***Submit Completed Document*** button.
f. When digital Signature window opens enter your CAC *PIN* then click ***OK***.

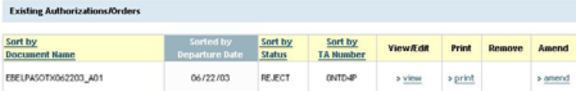
ADJUSTING/AMENDING DOCUMENTS

The traveler can easily edit a document stamped *SIGNED*. An *Adjustment* is a change made to an *Authorization* or Voucher ***before*** the AO applies the *APPROVED* stamp. An *Amendment* is a change made to an *Authorization* or *Voucher* ***after*** the AO applies the *APPROVED* stamp.

Creating an Adjustment

a. Select ***Authorization/Orders*** from the *Official Travel* drop-down menu.
b. Click ***View/Edit*** next to the document to be adjusted.
c. *Deselect* the ***View-Only*** box to make changes to the document.
d. At ***Digital Signature*** window, enter your CAC *PIN*.
e. View the *Preview* screen and select the ***Edit*** link next to the areas that need adjusting.
f. Under the *Review/Sign* menu, click on ***Pre-Audit*** to add justifications for any changes made.
g. Click ***Save and Proceed to Digital Signature*** and stamp the document ***SIGNED***.
h. At *Digital Signature* window, enter your CAC *PIN*.

Creating An Amendment



Existing Authorizations/Orders

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
EBELPASOTX062203_A01	06/22/03	REJECT	0NTD4P	> view	> print		> amend

a. Select ***Authorization/Orders*** from the *Official Travel* drop-down menu.
b. Click ***Amend*** next to the desired document.
c. Type justification for changes in the *Comment* box.
d. At *Digital Signature* window, enter your CAC *PIN*.
e. On *Preview* screen, click the ***Edit*** link next to the areas needing amending. Make and save changes.
f. Click the ***Digital Signature*** link under **Review/Sign** and stamp the document ***SIGNED***.
g. At *Digital Signature* window, enter your CAC *PIN*.